



State of Tennessee Department of Children's Services
Monthly Forms Announcement for March, 2015

Note:

- Forms are revised frequently. Always check the "Forms" web page for the most current version. Forms may not be altered without prior approval.

	Form Number	Form Title	Form Owner/Contact	New/Revised	Associated Policy Changes	Effective Date	Changes Made
1	CS-0900	Checklist for Preparing Adoptive Parents	John Johnson	R	15.1	3/2/15	Revised to add checkboxes for specific information that adoptive families may receive in the interest of full disclosure; added a more in-depth statement on the signature page
2	CS-1034	Child Death/Near Death Summary	Noel Hengelbrok	N	20.28	3/2/15	New form
3	CS-0554	CPS Letter A---Formal File Review and Attachment	Scott Modell	R	N/A	3/3/15	Form was revised to combine the Letter A and the Attachment into one form
4	CS-0626-1	Expedited Child Placement Contract---State Rate	Odessa Krech	R	N/A	3/4/15	Form was revised to take out reference to respite care; also form # was changed to CS-0626-1 to differentiate the original form to be used for those that do not need state rate
5	CS-0476	Child Welfare Benefits Determination Notification of Change of Circumstances	Faye Harris	R	N/A	3/4/15	Form was revised to include section for siblings/other children with same change of circumstances
6	N/A	W-9	John Johnson	N	16.20; 16.4; 16.8	3/4/15	New Form (already existing Federal form)
7	CS-0554	CPS Letter A----Formal File Review and Attachment	Scott Modell	R	N/A	3/6/15	Spanish version (updated to reflect current English version)

6	CS-0678	Resource Parent/Other Adult Medical Report	Odessa Krech	R	16.3, 16.4, 16.8, 16.23	3/11/15	Revised to change title to “Resource Parent/Other Adult Medical Report” and add statement about other adults in household that are not resource parent applicants
7	CS-1037	Application for Request of Removal from the Department of Health’s Abuse Registry	Scott Modell	N	N/A	3/12/15	New form
8	CS-1037	Application for Request of Removal from the Department of Health’s Abuse Registry	Scott Modell	N	N/A	3/16/15	Spanish Version
9	CS-0459	Subsidy Permanent Guardianship Subsidy Renewal Affidavit	John Johnson	R	15.10, 15.14, 15.15, 15.16	3/16/15	Revised to add specific statements regarding youth’s employment, medical bills, and financial resources the child may have. Title was changed, as well.
10	CS-0719	Intent to Obtain SPG Placement Agreement (Part 1) and Application for SPG (Part 2)	John Johnson	R	15.15, 15.16	3/16/15	Revised to add a checkmark for “NA; IV-E Funded” under the TennCare Medicaid Enrollment section.
11	CS-0720	Notice of Denial, Termination or Change in Subsidized Permanent Guardianship (SPG)	John Johnson	R	15.15, 15.16	3/16/15	Revised to change the term “Adoption Assistance” or “Adoption” to “Guardianship” in the drop-down list.
12	CS-0916	TN DCS Subsidized Permanent Guardianship (SPG) Checklist and Approval	John Johnson	R	16.8, 16.39	3/16/15	Revised to change the term “pre-existing relationship” to “kinship relationship” and to change the age that a child needs to be consulted about the guardianship arrangement from 14 to 12.
13	CS-0686	Notice of Denial, Termination, or Change in Adoption Assistance	John Johnson	R	15.11, 15.14	3/17/15	Revised to add “Insufficient Documentation to Activate the Subsidy” as an option in the drop-down menu

14	CS-0513	Adoption Assistance Agreement	John Johnson	R	15.11, 15.14	3/17/15	Revised to change terminology to “Central Office Subsidy Unit”; specify effective date of termination if child or adoptive parent dies; add section for Independent Living; update address for Administrative Procedures Division.
15	CS-0930	Application for Adoption Assistance	John Johnson	R	15.11, 15.14	3/17/15	Revised to change terminology to “Central Office Subsidy Unit”; remove “Pre-Finalization” as a case status option
16	CS-0944	TFACTS Access Request for Providers	Angela Kranhold	R	N/A	3/17/15	Revised to change name of division from CPPP to Network Development; added e-mail address to send form; removed questions about primary contractor staff; added information about terminations of access; formatted to make more user-friendly
17	CS-1038	PATH Participant Assessment	Ronya Faulkner	N	16.4, 16.23	3/19/15	New form
18	CS-0319	Application for Services as a Volunteer	Nevada Young	R	N/A	3/20/15	Revised to make more concise; removed reference information; removed employment information; removed list of checks for volunteer coordinator
19	CS-0708	EPSDT Physical Examination	Patricia Slade	R	N/A	3/20/15	Revised to add statement for YDCs about whether student is physically capable of participating in sports.
20	CS-0565	Daily Rate Child Placement Contract Between DCS and Resource Parents Approved to Provide Temporary Care	Odessa Krech	R	N/A	3/23/15	Revised to change “Resource Father and Resource Mother” to “Resource Parent/Payee” and “Resource Co-Parent” respectively.

21	CS-0719	Intent to Obtain SPG Placement Agreement (Part 1) and Application for SPG (Part 2)	John Johnson	R	N/A	3/23/15	Spanish Translation--- updated to match current English version
22	CS-0459	Subsidy Permanent Guardianship Subsidy Renewal Affidavit	John Johnson	R	N/A	3/23/15	Spanish Translation--- updated to match current English version
23	CS-0513	Adoption Assistance Agreement	John Johnson	R	N/A	3/23/15	Spanish Translation--- updated to match current English version
24	CS-0686	Notice of Denial, Termination, or Change in Adoption Assistance	John Johnson	R	N/A	3/23/15	Spanish Translation--- updated to match current English version
25	CS-0930	Application for Adoption Assistance	John Johnson	R	N/A	3/23/15	Spanish Translation--- updated to match current English version
26	CS-0559-1	Authorization for Release of Information and HIPAA Protected Health Information from DCS	Patricia Slade	R	N/A	3/23/15	This is the unshaded version of CS-0559 for the purpose of making it more clear when faxed, etc.
27	CS-0668-1	Authorization for Release of Information and HIPAA Protected Health Information to DCS	Patricia Slade	R	N/A	3/23/15	This is the unshaded version of CS-0668 for the purpose of making it more clear when faxed, etc.
28	CS-0907	Quarterly Reports for YDCs	Tracy Haney	R	N/A	3/23/15	Revised to change terminology from “morale” to “surveys” and from “youth morale” to “perception of care survey” and from “employee morale” to “satisfaction survey”.
29	CS-1036	Acknowledgment of Clients’ Rights Handbook and/or Independent Living Handbook	Mike Leach	N	20.24	3/24/15	New form
30	CS-1036	Acknowledgment of Clients’ Rights Handbook and/or Independent Living Handbook	Mike Leach	N	N/A	3/26/15	Spanish Translation
31	N/A	DCS Statewide Travel Optimizer	Doug Swisher	N	N/A	3/26/15	New form
32	CS-0668	Authorization for Release of Information and HIPAA Protected Health Information to DCS	John Johnson	R	N/A	3/27/15	Revised form to add “alias” and “maiden name”
33	CS-0727	Initial Intake, Placement Referral and Checklist	John Johnson	R	N/A	3/31/15	Revised to remove the “Trauma Screening” section, as it is being moved to CS-0543

34	CS-0543	Well-Being Information and History	Patricia Slade	R	N/A	3/31/15	Revised to add the "Trauma Screening" section
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